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Assistant Superintendent

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Secretary

Position Title: Payroll Manager

Location: Administration Building

Position Summary/Goal: The Payroll Manager will ensure the Payroll Department supports the goals and objectives of Erie's Public Schools, is user friendly to all employees, and processes payroll on time and accurately.

Term of Employment: 12 Month Position

Salary: \$60,000

Reporting Relationships: Business Administrator

Qualifications:

- Associate's degree in accounting or business administration preferred
- Minimum of 5 years' experience in public school payroll or accounting
- Proficient in Microsoft Excel, Word, and Access
- Kronos Time and Attendance system and BusinessPLUS experience preferred

Special Requirements:

- Be aware of and comply with all district Policies and union contract
- Process Additional Time Sheets, calculating hours and rate of pay

Essential Duties and Responsibilities:

- Possess and maintain working knowledge and understanding of all aspects of Sungard's BusinessPLUS ERP software as it pertains to third party software interfaces (Kronos, AESOP, Timecard Online, Excel), report creation and generation, payroll processes and Human Resource information
- Prepare, maintain, balance, process and record all Teacher, Non-Instructional and Retirement Incentive pay cycles
- Responsible for all employee salary increases or other changes per labor contracts and or Board Minutes on a timely basis
- Process, maintain and verify all employees' annual leave time accrual awarding and other contractual benefits for all unions, administrators and non-bargaining staff

Erie's Public Schools
148 West 21st Street
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An Equal Opportunity Employer

- Maintain all employees' payroll taxes, deductions and direct deposit records.
- Work closely with the IT Department on projects to maintain and improve BusinessPLUS, request specific report writing and/or problem solve on any payroll problems that may occur

Evaluation: Business Administrator

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

INTERESTED APPLICANTS SHOULD APPLY IN WRITING, NO LATER THAN 3:30 P.M. ON MAY 31, 2016, TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21ST STREET, ERIE, PA 16502.

APPLICANTS NOT CURRENTLY EMPLOYED BY THE DISTRICT MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT CHECK

POST:	8:00 AM	MAY 24, 2016
REMOVE:	3:30 PM	MAY 31, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502, (814) 874-6080.